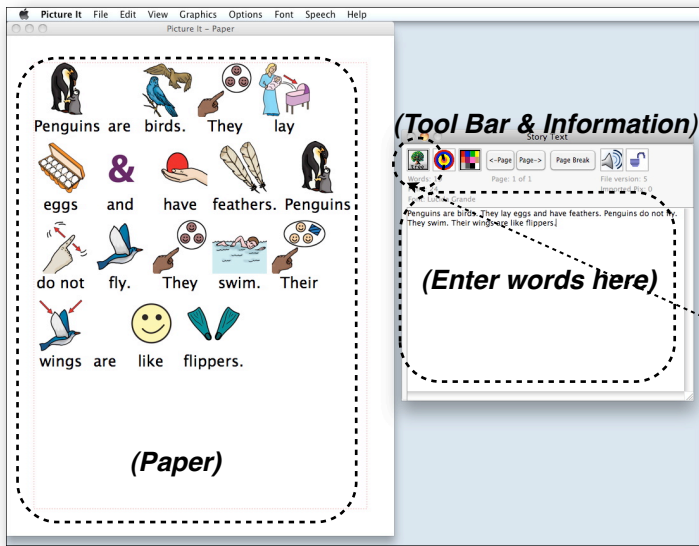


# Picture It v5.2 Macintosh Quick Reference



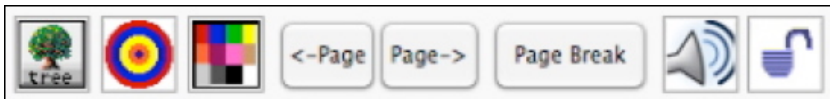
## Introduction

**Picture It** is *the* Teacher's Companion to make Picture-Assisted Reading™ materials. You will help students develop literacy skills. Your students will be engaged in reading—maybe for the first time.

## 3 Steps to Create a Picture It Document

1. Enter your words in the Story Text Window.
2. Click the Tree button to add pictures to the text (Parse the text).
3. Save and/or print the document in the File menu.

## Picture It Tool Bar

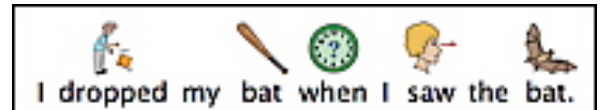


Parse Text   Target Word   Color Palette   Previous Page   Next Page   Page Break   Say All   Lock Paper

## Story Text Important Keys and Tips

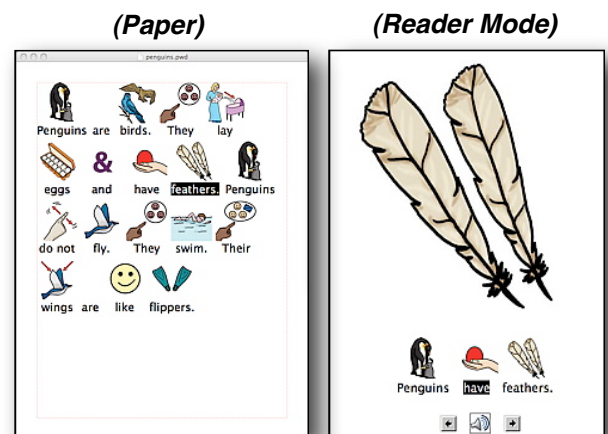
- Indent a paragraph: enter 3 spaces (Space Space Space).
- { } around text for no pictures for that text.
- Put \* or @ after a word for a homonym or alternate meaning. Enables you to use multiple meanings in the same document, such as "I dropped my bat (sport equipment) when I saw the bat (the mammal)."
- Copy text from another source and paste into the Story Text window.

{I} dropped {my} bat when {I} saw the bat\*.



## Read Document on the Computer - 2 Ways

1. Click Paper Window - 3 options:
  - Press space bar to read or pause.
  - Click Speaker button in the tool bar.
  - Select Say All in the Speech menu.
2. Select Reader Mode in the View menu.
  - Press space bar or click Speaker button to read or pause.
  - Click any picture or word in Reader Mode to highlight it then click the Speaker button to hear it.
  - Click arrow buttons to turn pages or use the left and right arrow keys on the keyboard.



**Note:** When you are finished reading, select Edit Mode in the View menu.

# Target Words

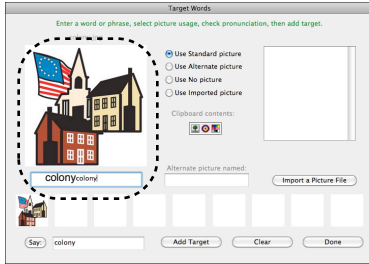
**Target Words - What are they?** Any time you want to change a picture/word match/use, you will target the word used in the document. **Picture It** uses Literacy Support Pictures™ (LSP™) from Slater Software.

## Target Word Basics

1. Click the Target Button in Tool Bar.
2. Enter the Target Word in the first text box.

Example: colony

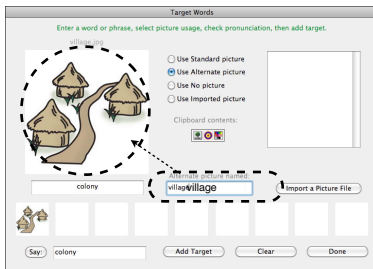
The default picture appears above the target word.



3. Enter the Alternate Word to use another LSP.

Example: village

The alternate picture appears above the target word.



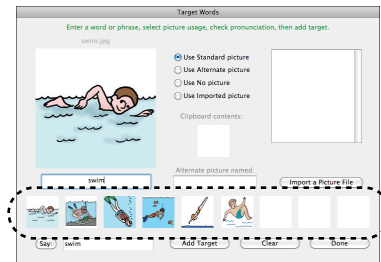
4. Click Add Target.
5. Click Done.
6. Save the file with Save or Save As in the File menu.

## Using the LSP Thesaurus

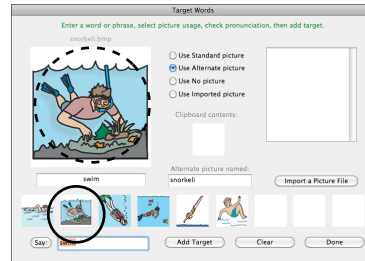
1. Enter a Target Word.

Example: swim

All appropriate LSP automatically appear in the thumbnail boxes.



2. Click any alternate picture to select it.



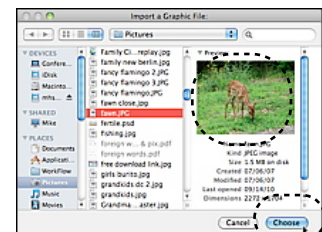
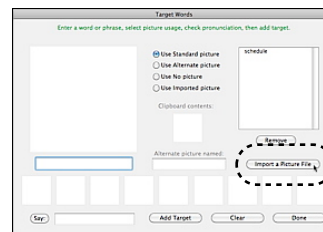
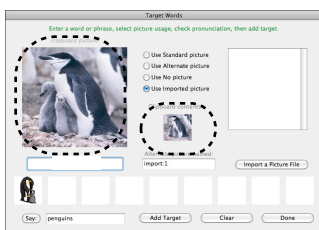
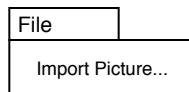
3. Click Add Target.
4. Click Done when you are finished making Target Words.

### Notes:

- You can make several Target Words before you click Done.
- Target Words are saved in the file.

## Import a Picture - 3 Ways

1. Select Import Picture in the File menu. Choose the desired image file on your computer or media. Name the picture. Click OK.
2. Click the Target button. Click the Import a Picture File button. Choose the desired image file on your computer or media. Name the picture. Click OK

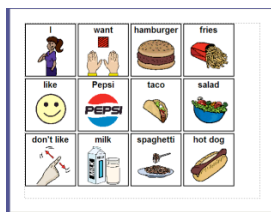
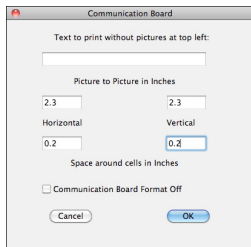


3. Copy a picture to your computer clipboard. Click the Target button. Enter the target word. Click the Clipboard image. Click Add Target.

# Communication Boards and Flash Cards

## Communication Board Set Up

1. Select CommBoard Format in the Options Menu.
2. Enter Picture/grid sizes. Try 2.3 Horizontal x 2.3 Vertical.
3. Enter Space around cells size. Try 0.2 x 0.2.
4. Click OK.
5. Type words in the Story Text Window.
6. Click the Tree button in the Tool Bar to make the communication board.



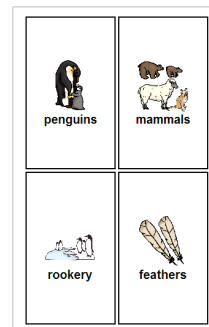
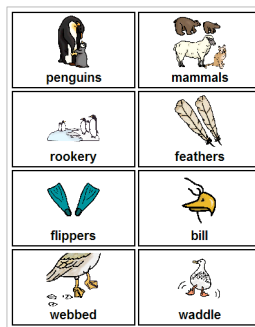
### Optional:

1. Select Landscape (horizontal) in the Options menu or in Page Setup in the File menu.
2. Select pictures Below Text in the Graphics menu.

### Turn Off CommBd Format

1. Open CommBd Format in the Options menu.
2. Click the "CommBoard Format Off" button.

## Flash Card Set Up



1. Select Landscape (horizontal) or Portrait (vertical) in the Options menu for desired page orientation.
2. Select CommBoard Format in the Options Menu.
3. Enter Picture/grid sizes. Try 2.3 x 3.5 for tall; try 4.5 x 2.5 for wide (see images above).
4. Enter Space around cells size. Try .20.
5. Click OK.
6. Enter words in the Story Text Window.
7. Click the Tree button to make the flash cards.

### Optional:

1. Horizontal cards: drag the words to one side and the pictures to the other side of the card.
2. Vertical cards: drag the pictures to the top and the words to the bottom of the cards.

## Customizing Page Layouts

It is very easy to move images and words, change the sizes, add color, add PixCards™ and more on the Paper/Document.

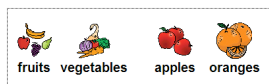
### Select a Single Word or Picture

Click a picture or word to select it.



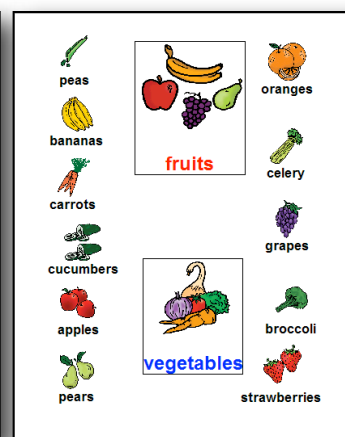
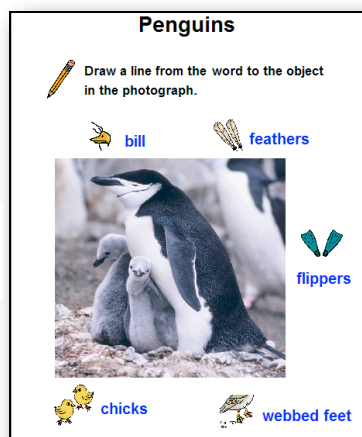
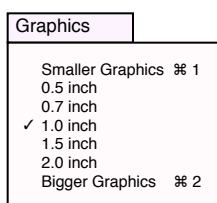
### Select Groups of Pictures and/or Words

Click and drag a selection box around the desired items: words and pictures.



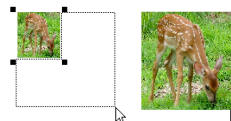
### Change Size of ALL Pictures

1. Select Smaller Graphics or Bigger Graphics in the Graphics menu to change all pictures at once. Repeat to get the desired size.
2. Select a size from the Graphics menu and change all pictures at once.



### Change Size of SELECTED Pictures

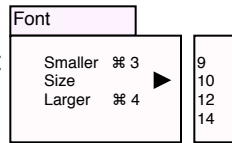
1. Select one or more pictures on the page, then select a size (.5 inch - 2.0 inch) from the Graphics menu.
2. Click to select a picture, then drag a corner of the selection box to resize the picture.



# Customizing Page Layouts

## Change Size of Words - 2 Ways

1. Select Smaller or Larger until you get the desired size or select Size and the desired font size to change all words at once.

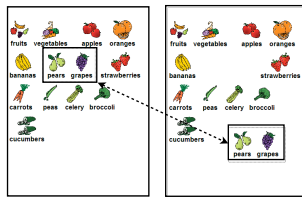


2. Select the desired word or words then select Size in the Font menu to change specific words.

Note: Select Font menu to change the Font and style options, too.

## Move Words and Pictures

1. Click to select or draw a box around items.
2. Drag to place anywhere on the page.



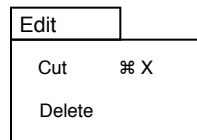
## Change Color of Words

Click a word or select several words, then click the desired color in palette in the Tool Bar.



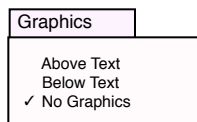
## Delete Words or Pictures

1. Select the desired word, words, picture or pictures.
2. Select Cut or Delete in the Edit menu.



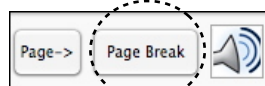
## No Pictures for text - 3 Ways

1. Select one or more pictures, then select No Pictures in the Graphics menu.
2. Put { } around a word in the Story Text window.
3. Target the word and select No Picture in the Target Word window. (See Target Word Section.)



## Page Break

When you are entering text in the Story Text Window, Click the Page Break button in the Tool Bar to insert a Page Break.



Picture It automatically adds a space before and after the • (space • space).

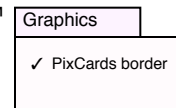
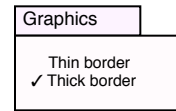


Start typing immediately after the last space so that the next word starts the first line of the new page.

Use Page Breaks to make picture books or to break up a longer document.

## Add Borders - Graphics Menu

1. Select Thin or Thick border for a border around all the images in the document.
2. Select PixCards™ border for a border around each picture/word in the document.
3. Select one or more pictures. Then select Thin, Thick or PixCards border.



twigs

thin



berries

thick



fawns

PixCards

## Color Borders

- A. Select one or more pictures, then select a border in the Graphics menu.
- B. Click a color in the color palette.



children



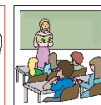
group



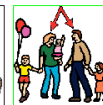
adults



people



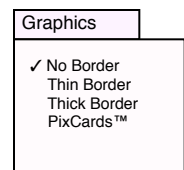
class



parents

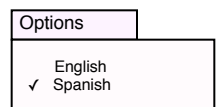
## Remove Borders

- A. Select No Border in the Graphics menu to remove all borders.
- B. Select one or more pictures, then select No Border to remove specific borders.



## Spanish Language

Options menu: Select Spanish. Enter Spanish words in the Story Text Window.



## Notes:

- Edit words and text in the Story Text Window.
- Make all changes to the text, Target Words, Communication Board Format and all global picture and font changes, **before** moving pictures and words on the Paper.